

The City of
Long Beach



Workforce Development Officer



LONG BEACH — THE COMMUNITY

Located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 491,564) is frequently described as a series of strong, diverse, interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, West Coast Hockey League's Ice Dogs, and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions, serve to draw over five million visitors each year. The City is also home to California State University, Long Beach and Long Beach City College.

While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. As the fifth largest city in California, Long Beach has been referred to as the "most diverse city" in the country by *USA Today*.

Priding itself on depth of its integrated ethnic diversity, the City is home to the largest Cambodian population outside of Cambodia. The majority of residents are widely represented by Hispanic (36%), Caucasian (33%), African American (15%) and Asian (12%) populations.

The City provides a full range of municipal services, including police and fire, library, parks and recreation, public works, and community development. The City owns and operates the nation's second busiest container port, a gas utility, a water utility, a commercial airport, a convention and entertainment center, two historic ranchos, three marinas and five golf courses. Long Beach is one of only three cities in California with its own Health Department and Energy Department, and the only city in California with its own Oil Department, which manages close to 2,000 oil wells.



WORKFORCE DEVELOPMENT BUREAU

Long Beach is strategically located in the Southern California basin and is less than a 30-minute drive to Los Angeles and Orange County business centers. The city, widely recognized as a very desirable and livable community, is known for its unique neighborhoods, quality schools, excellent hospitals and noted arts and cultural resources. Covering 50 square miles, Long Beach is supported by a wide mix of industries, with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation.

The Workforce Development Bureau is part of the City's Department of Community Development, along with agencies that include Redevelopment, Housing, Neighborhood Services, and Economic Development. The Bureau serves as the grant recipient and administrative entity for all federal and state workforce development funds received by the City, and staffs the Greater Long Beach Workforce Development Board. As a local workforce investment area for federal funds, the City



plans and implements numerous strategies toward developing and maintaining a skilled workforce for the business community.



The Bureau oversees three one-stop career centers focused on business services, employment services for adults, and education and career development services for youth—and administers dozens of contracts with local community-based organizations in support of program services.

WORKFORCE DEVELOPMENT OFFICER

The Workforce Development Officer reports to the Manager of Workforce Development / Board Executive Director and oversees the Workforce Development Division. The Division is comprised of 24 budgeted positions and contracts with more than a dozen community agencies organized to deliver complemented services. The Division oversees operations and services of the Bureau's three one-stop career centers—the Career Transition Center, the Youth Opportunity Center, and the newly-

opening Renaissance Square Career Center—including coordination activities with myriad partners that help to deliver comprehensive and seamless services to



residents. Additionally, the Division implements and manages multiple special projects in support of industry and other local initiatives. The principal accountabilities of this position include:

- Planning, organizing and directing the activities of the Workforce Development Division
- Developing, implementing, and managing employment services strategies for youth, adult and dislocated worker residents
- Managing One-Stop Career Center operations to maximize opportunities for services to residents
- Leading business service strategies, including personnel solutions, rapid response and business retention efforts, development of industry-based projects, and implementation of incumbent worker training programs
- Working to ensure relationships with one-stop career center system partners are

maintained and developed, including serving as facilitator for new development projects

- Overseeing and managing sub-contractor agencies, including negotiation of contract deliverables, and ensuring successful outcomes from each agency
- Ensuring attainment of city, state, federal and other performance measures
- Creating collaborative opportunities with community-based organizations and city agencies to increase opportunities for workforce preparation, training and career path placements
- Developing special projects and grant solicitation responses in conjunction with the Bureau's Operations Division and community partners
- Conducting effective community outreach to engage the diverse residents and businesses of Long Beach and Signal Hill in available services
- Providing staff support to Workforce Development Board sub-committees,

including the local Youth Council

- Managing, training, developing and coaching a diverse staff
- Representing the City and the Workforce Development Board at local and regional meetings related to the city and its overall workforce development mission
- Preparing and delivering written and oral reports and presentations to City officials, Board Members, community organizations, and workforce industry colleagues

CANDIDATE QUALIFICATIONS

This position requires extensive knowledge and background in workforce and economic development programs and in the federal workforce investment system, and a keen understanding of the various strategies for developing a community's skilled workforce. The ideal candidate will possess excellent oral and written communication skills, display strong leadership





and management skills, and be very effective in facilitating services, strategies and projects in collaboration with multiple, partnering community agencies. Persons who employ creative and innovative approaches toward projects and management will be the strongest fit for the position.

A Bachelor's Degree from an accredited college or university; extensive supervisory and management experience; and a minimum of five years experience in leading workforce development programs — or equivalent combinations of training and experience— are required.

SALARY AND BENEFITS

Initial placement in the salary range for this position will be between the low \$70 thousands and the high \$80 thousands. Placement will be based on qualifications—with increases under a merit pay plan. The City's compensation package also encompasses a benefit package that includes:

Retirement — California Public Employees Retirement System (CalPERS) 2.7% @ 55 plan coordinated with Social Security; The City pays the employer contribution rate and a portion of the employee contribution rate to CalPERS

Vacation—Twelve days after one year of service; 15 days after four years, six months of service; 20 days after 19 years, 6 months of service

Sick Leave—One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits

Holidays—Nine designated holidays per year, plus four personal holidays to be used at employee's discretion

Executive Leave—Five days per year

Auto Allowance—\$180 per month

Bereavement Leave—Three days for death or critical illness of family member, plus three days of accrued sick leave, if needed

Health Insurance — Several plans are available: One HMO, two indemnity plan options and a point-of-service (POS) plan; the City pays for part of the premium for employee and

dependents, depending on the plan selected

Dental Insurance—Two dental plans are available for employees and dependents

In-Hospital Indemnity—City-paid in-hospital indemnity plan for in-patient hospital stay

Life Insurance—City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000

Disability—City-paid short-term and long-term disability insurance

Management Physical—Annual City-paid physical exam

Deferred Compensation—Available through three providers

SELECTION PROCEDURES

Resumes and a letter of interest are required and will be reviewed for depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate further in the selection process. If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise us when

submitting your letter of interest.

Resumes will be accepted until 5:00 p.m. Friday, May 26. Submit your letter and resume to:

Workforce Development
Officer Recruitment
City of Long Beach
Department of Community Development,
333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

For further information contact:

James Warszawski at
(562) 570-5818 or
james_warszawski@
longbeach.gov

www.longbeachworkforce.org

The City is an
Equal Opportunity Employer
and values diversity
at all levels of the organization

This announcement is available in alternate formats by contacting
(562) 570-3650 or
TTY Relay at (562) 570-4629

